

SUPERINTENDENT OF PARKS AND FACILITIES

GRADE: 27

FLSA: EXEMPT

CHARACTERISTICS OF CLASS:

The Superintendent of Parks and Facilities performs difficult professional and administrative work administering the parks, grounds, and facilities maintenance division of the City. Work involves the management of the day-to-day planning, development, and implementation of a diverse and comprehensive program for the following operational areas: administration, forestry, horticulture, athletic fields, rights-of-way, parks, urban wildlife management, buildings and grounds, custodial services, plumbing, electrical, heating, ventilation, air conditioning, and event support. The employee is given wide latitude of independent judgement in initiating and carrying out departmental policy and objectives with work being reviewed by the Director of Recreation and Parks.

EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

EXAMPLES OF DUTIES:

- Participates as a member of the Recreation and Parks Department Management Team, involving policy and procedure development, problem-solving, and decision-making for all phases of Recreation and Parks Department services.
- Manages division operations. Defines and implements goals and objectives. Sets standards. Develops and interprets policies and procedures. Reviews and

approves major programs and projects. Monitors safety and risk management requirements.

- Supervises division personnel overseeing planning, scheduling, and assigning work. Evaluates work and counsels staff on ways to improve performance. Interviews, selects, and trains professional, clerical, labor, and trades staff.
- Coordinates both internally and externally by responding to memos, letters, meeting with citizens, recreation and parks advisory board, mayor and council, City, departments, and other governments to explain programs and answer questions about division operations.
- Manages the preservation of parks, grounds, and facilities and is responsible for the protection of the natural resources and for practicing sound environmental and conservation principles.
- Reviews and approves maintenance and operating procedure for all City facilities and parks, and for equipment, trade shops, etc.
- Manages division budget including the preparation of the annual budget request, including analysis, budget estimates, and budget priorities. Assists in the development of the department capital improvements budget process. Coordinates architectural planning and space studies for renovation and remodeling of parks and facilities. Plans major park and facility development.
- Reviews and controls expenditures in accordance with approved budget. Monitors expenditures, approves purchases, initiates purchase orders and check requests, develops requests for proposals and bid specifications, evaluates bids, monitors work of contractors, reviews material and labor costs, and approves payment.
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- Conducts inspections of buildings and grounds.
- Conducts and directs research by reviewing technical literature, attending professional conferences, meeting with vendors, and exchanging information with other governments.
- Manages division operation records, including expenditures and accounting, personnel files, inventories of supplies and equipment, incident reports and contracts.
- Coordinates with the recreation division the logistical support of programs including special events, playgrounds, classes, camps and special operations.
- Manages construction projects including roofing, lighting, erosion and sediment control, grading, fencing, paving and play equipment contracts, from design to final construction.
- Reviews and makes recommendations to update the park laws and regulations set forth in the City Charter.
- May serve as director in the absence of the Director of Recreation and Parks.
- Performs related work as required.

QUALIFICATIONS:

Required Training and Experience:

Any combination of training and experience substantially equivalent to graduation from an accredited college or university with a bachelor's degree in recreation and park administration, forestry, horticulture, or environmental science plus eight years experience in municipal parks/grounds/facility maintenance or planning with four years of progressively responsible management experience. A Masters degree in a related field is desirable but not required.

Preferred Knowledge, Skills and Abilities:

- Considerable knowledge of the philosophy, principles, technologies and practices of a maintenance management system for municipal parks and facilities necessary to provide effective public service.
- Ability to establish and maintain effective working relationships with persons and groups interested in parks, associates, other employees, and departments and the general public.
- Considerable knowledge of the organization, development, and operations of the administration of municipal recreation and parks services.
- Considerable knowledge of recreation and park facilities and areas and the understanding of the principles underlying their effective use, care and development.
- Considerable knowledge of sound ecological and conservation practices necessary in an urban environment.
- Considerable knowledge of the methods, practices, materials, equipment and tools used in the construction, maintenance, and operations of a park and facility maintenance system.
- Considerable knowledge of modern technological methods and systems in use for park and facility management.
- Ability to plan, organize, and operate a comprehensive municipal maintenance management system of parks, grounds and buildings.
- Ability to prepare a budget and control expenditure of funds.
- Ability to evaluate service operations to ensure their effectiveness.
- Ability to read and understand landscape and engineering plans, specifications, and drawings involved in park and facility development activities.
- Ability to plan and direct special events.
- Ability to plan and direct capital improvement projects.
- Ability to manage and lead comprehensive long range and master planning processes.
- Ability to effectively supervise and train professional, non-professional, skilled, semi-skilled and seasonal employees.